Optional Tabs & Save Feature

Discounts Tab (Optional)
Click on the “Discounts” tab enter the discount percentage OR amount if you are offering a discount for payment earlier than the term of your contract.

Comments Tab (Optional)

Click the “Comments” tab if you would like to add a comment.

Misc. Amounts Tab (Optional)

If you need to invoice for miscellaneous amounts (e.g. taxes) not included in the contract, please enter them here.

Save Feature

- After entering the mandatory fields on the Header tab, click on the “Save Draft Document” button to save the document for completion at a later date.
- The saved documents can be retrieved from the “Saved Documents Folder.”
- Documents that have not been submitted in WAWF will have a status of 'Draft' while those documents that have been submitted and are saved during resubmit will have an 'S' prefix added to the status. (e.g. S-Submitted)
- If the documents are not completed and submitted within seven (7) days, the document will be purged.
- To discard the saved document prior to the automatic purge, click on the link under the Purge column in the Saved Documents Folder. The number indicates the number of days till the automatic purge.
- Purge links (Link is the number) will be displayed if the folder role matches the role of the user who saved the document.
- Purge data (Link is the number) will be displayed if the folder role does not match the role of the user who saved the document.

Training & Information

WAWF Production Site

https://wawf.eb.mil

WAWF Practice Site

https://wawftraining.eb.mil

MyInvoice Site

https://myinvoice.csd.disa.mil/

For questions concerning DTRA WAWF issues:

wawfhelp@dtra.mil

WAWF
Wide Area Workflow

WAWF Quick Reference

Creating a Combo Invoice

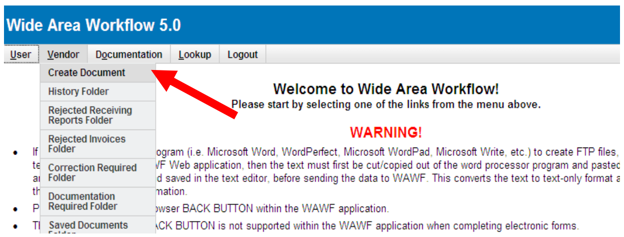
(FFP Contracts Only)

Defense Threat Reduction Agency

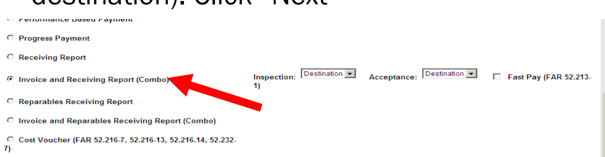
Creating an Invoice and Receiving Report "Combo"

Getting Started

1. Go to the WAWF site: **https://wawf.eb.mil**
2. Click on the "Accept" button after reading the system notices.
3. Enter your User ID and Password to login.
4. From the top menu, select Vendor > Create Document.



5. Select the CAGE/DUNS on the contract from the drop down box.
6. Leave Contract Number Type blank unless it is a grant or GSA schedule.
7. Enter contract number and if applicable, delivery order number and click "Next."
8. (If applicable) Enter GSA number Reference Procurement Identifier e.g. GS25F0023F
9. Verify or enter the Pay Official DoDAAC and click "Next."
10. Click on the radio button for "Invoice and Receiving Report (Combo)" and select the Inspection/Acceptance points (listed in Section E of the contract. i.e. destination/ destination). Click "Next"



***Note:** Checking the "Template" option allows you to copy from a previous invoice for the same contract.*

Routing Information

11. Verify the pre-populated data from the contract and complete the mandatory fields (designated by an asterisk*):
    - Issue By DoDAAC
    - Admin DoDAAC
    - Ship To Code
    - Click "Next"

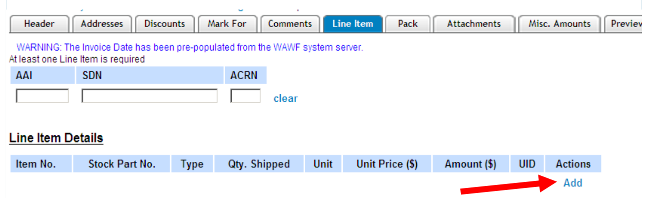
***Note:** Routing Codes (DoDAAC) are on page 1 of the base contract.*

Header Tab

12. Type Invoice Number and if required, Shipment Number and Shipment Date.

***Note:** For MOCAS payments, the Shipment Number must contain 3 alpha characters, followed by 4 numbers (e.g. DTR0001). Final invoice must have a "Z" as the 8th character (e.g. ABC0001Z). You can not have the letters "i" or "O" as the fourth character.*

13. Click the "Line Item" tab at the top of the page. Under "Line Item Details", click on Add under "Actions" to add a line item.



14. Type the item number (e.g. 0001, 0001AA). Item number must match the contract line item number (CLIN) in the contract. (CLINs can be found in Section B of contract)
15. Type the stock part number, select the type from the "Type" drop down menu. (If there is no stock part number, type "NONE" and choose "VP" from the "Type" drop down menu.)
16. For the "Quantity Shipped" field, type in the total number of items shipped. (As stated in contract.)
17. Enter Unit. Examples: HR = hours, LO = Lots, EA = each For additional Units of Measure, please refer to the "Units of Measure Table" on the Lookup menu.
18. Enter the unit price.
19. Add a description for the item.
20. Complete the ACRN tab if there are more than one ACRN per line item.
21. Click the "Save CLIN/SLIN" button. If there are additional line items to add, click the "Add." Repeat for multiple line items.

Attachments Tab (Optional)

To attach supporting documents, click on the "Browse" button and select the file you wish to attach. Click on the "Open" button then "Upload."

***Note:** The file name cannot contain spaces or special characters other than underscores (_).* The attached file name will appear below. File size of EACH attachment may not exceed 2MB.

Submitting the Combo

22. Click "Submit" on the bottom of any tab. You will receive a confirmation screen that your document "was successfully submitted".
23. *IMPORTANT: **Notify** the government acceptor by clicking the blue hyperlink "Send Additional Email Notifications" on the confirmation screen. Add the COR /PM's email address (listed in the contract) and click "Add Email." Click "Submit." This must be done **each** time you submit a new invoice.*